

Filename: ECF User's Manual  
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UNITED STATES DISTRICT COURT  
for the  
EASTERN DISTRICT of NEW YORK

**ECF**  
[Electronic Case Filing]  
[Our Website:<http://www.nyed.uscourts.gov>]

**User's Manual**

**Honorable Edward R. Korman**  
Chief, United States District Judge

**Robert C. Heinemann**  
Clerk

## Introduction

This Manual is to aid the user in registering and provide a general guide on how to use our electronic database.

The Eastern District of New York has an electronic database of cases. Filings, either by counsel or by the Court, are done electronically via the Internet. Rarely should paper documents be filed in these cases. Attorneys find ECF faster, more convenient and very user friendly. Access to the full text of case documents is available 24 hours a day, seven days a week, from your office or home. Notice of filing a document is automatically given by e'mail, by the electronic database, provided that counsel has registered and has an Internet e'mail address. Electronic filing procedures are available on our Website, <http://www.nyed.uscourts.gov>.

Brooklyn judges participating in ECF are Charles P. **Sifton**, Raymond J. **Dearie**, John **Gleeson**, Sterling **Johnson**, Allyne R. **Ross**, David G. **Trager** and Jack B. **Weinstein**. Central Islip judges participating in ECF are Denis R. **Hurley**, Joanna **Seybert** and Leonard D. **Wexler**

Beginning January 1, 2001 Judge Johnson has ordered *all* of his civil actions, with few exceptions, into ECF.

\*\*\*Judges Johnson, Ross and Weinstein require courtesy copies of all documents filed. These courtesy copies should be so labeled and filed in hard copy.\*\*\*

For questions regarding hardware and software requirements, contact **Doug Palmer**, **Systems Manager**, at (718) 260-2291 or the **Systems' Help Desk** at (718) 260-2290.

All you need to participate in ECF are the following:

1. Adobe Acrobat Exchange, for converting documents to a PDF format. To obtain Adobe call (888) 502-5275, which is offered to members of the Bar at a discount. All documents filed in our ECF database have to be in PDF format.
2. Netscape Navigator version 4.5 or later.
3. A TCP/IP connection to the Internet.

For questions regarding the addition of a case to our ECF database, or regarding the electronic filing of documents, or to schedule ECF training, contact **Terry Vaughn, Operations Manager in Brooklyn at (718) 260-2330**, or **Cinthia Mahon, Operations Supervisor in Central Islip at (631) 712-6011**. Training is held in both courthouse locations.

#### **4. Registering for Access**

Complete the two page ECF Registration Form which is attached (please type) and mail it to the following address:

**United States District Court  
Eastern District of New York  
225 Cadman Plaza East, Room 130  
Brooklyn, New York 11201**

**Attention: Marc Brown  
Assistant Administrative Manager  
(718) 260-2280**

Once your ECF Registration Form is processed you will be issued a log-in/user name and password for our ECF Live Database and a log-in/user name and password for our Training Database. These you will receive via e'mail. The passwords equal your electronic signature. The logins and passwords **are** case sensitive. They should be kept secure and if compromised, contact the Court immediately and new passwords will be issued. The training database is used to familiarize yourself with ECF's capabilities.

After receiving a password each attorney should file a document entitled *Notice Of Appearance* in their case. Counsel are encouraged to include their firm's e'mail address to ensure notification of any case activity.

## 5. Accessing EDNY's Official Court Electronic Case Filing System

- A. Reach us via the Internet at **<http://ecf.nyed.uscourts.gov>**
- B. You will then see the following four options:
  - U. S. District Court for the Eastern District of New York - Document Filing System. (This is our *live* ECF database.)
  - U. S. District Court for the Eastern District of New York - Document Filing System - Training area. (This is our *test/training* area.)
  - Public Case Information (This is for a *Cases Filed Report*.)
  - Public Query (This is for *searching* for names/cases.)
- C. Enter your **login** and **password**.
- D. Now you'll see a **tool bar** with the options "**Civil**", "**Query**" and "**Reports**". Click on Civil to file a document. Click on Query or Reports to extract information from ECF.

## 6. Civil Events - Click here to file documents

By clicking on Civil Events you will see the following options:

**Complaints**  
**Answers & Responses**  
**Service of Process**  
**Motions**  
**Notices**  
**Trial**  
**Other**  
**Open Case**

After selecting one of the above general options you will be prompted for a more specific option (these lists of more specific options may be modified from time to time). For example:     Motions *followed by* Dismiss.

Under **Complaints** you have the following options:

- Amended Complaint**
- Complaint**
- Counterclaim**
- Crossclaim**
- Intervenor Complaint**
- Notice of Removal**
- Third Party Complaint**

Under **Answers & Responses** you have the following options:

**Answers to Complaints**

**Responses and Replies to Motions**

Under this option you have:

- Memorandum in Opposition - filed by movant**
- Memorandum in Opposition - filed by opposing party**
- Memorandum in Support**
- Reply Memorandum of Law**

**Other Answers**

Under this option you have:

- Affidavit in Opposition**
- Affidavit in Support**
- Amended Answer to Complaint**
- Answer (without complaint appearing on CM/ECF docket)**
- Answer to Complaint Filed with Notice of Removal**
- Answer to Counterclaim**
- Claim**
- Objection to Report and Recommendation**
- Rule 56.1 Statement**
- Withdrawal of Claim**

Under **Service of Process** you have the following options:

**Acknowledgment of Service**  
**Affidavit of Service**  
**Certificate of Service**  
**Return of Service Executed**  
**Return of Service Unexecuted**  
**Service by Publication**  
**Waiver of Service Executed**

Under **Motions** you have the following options:

**Amend/Correct**  
**Appointment of Counsel**  
**Attorney Fees**  
**Bifurcate**  
**Bill of Costs**  
**Certify Class**  
**Change of Venue**  
**Compel**  
**Consolidate Cases**  
**Default Judgment**  
**Directed Verdict**  
**Disclosure**  
**Discovery**  
**Dismiss**  
**Disqualify juror**  
**Enforce IRS Summons**  
**Extension of time to amend**  
**Extension of time to answer/respond**  
**Extension of time to complete discovery**  
**Extension of time to file**  
**Hearing**  
**Intervene**  
**Judgment of Acquittal**  
**Judgment of Forfeiture**  
**Judgment on the Pleadings**  
**Leave to Amend**  
**Leave to Appeal In Forma Pauperis**  
**Leave to Appear Pro Hac Vice**  
**Leave to File**  
**Leave to Proceed In Forma Pauperis**

Under **Motions** you have the following options:    - *Continued*

**Leave to Withdraw**  
**Motion in Limine**  
**New Trial**  
**Order**  
**Permanent Injunction**  
**Preliminary Injunction**  
**Protective Order**  
**Quash**  
**Quash IRS Summons**  
**Reconsideration**  
**Recuse Judge**  
**Remand**  
**Return of Property**  
**Sanctions**  
**Seal**  
**Set Aside**  
**Stay**  
**Strike**  
**Substitute Attorney**  
**Summary Judgment**  
**Suppress**  
**TRO**  
**Transfer**  
**Vacate**  
**Withdraw Reference**  
**Writ**  
**Writ of Garnishment**  
**Writ of Habeas Corpus**  
**Writ of Mandamus**

Under **Notices** you have the following options:

**Bill of Costs**  
**Certificate of Counsel**  
**Change of Address**  
**Notice of Appeal**  
**Notice of Attorney Appearance**  
**Notice of Cross Appeal**  
**Notice of Endorsement**  
**Notice of Filing Bankruptcy**

Under **Notices** you have the following options: - *Continued*

- Notice of Interlocutory Appeal**
- Notice of Post Garnishment Judgment**
- Notice of Removal**
- Notice of Settlement**
- Notice of Voluntary Dismissal**
- Notice to Take Deposition**

Under **Trial** you have the following options:

- Exhibit List**
- Interlocutory Appeal**
- Jury Demand**
- Jury Notes**
- Proposed Findings of Fact**
- Proposed Jury Instructions**
- Proposed Voir Dire**
- Trial Brief**
- Witness List**

Under **Other** you have the following options:

- Administrative Transcript - SSA**
- Affidavit**
- Appellant Brief Filed**
- Appellant Reply Brief Filed**
- Appellee Brief Filed**
- Brief - SSA**
- Consent Judgment**
- Declaration**
- Disclosure of Interested Party**
- Financial Affidavit**
- Letter**
- Mail Receipt**
- Pretrial Memorandum**
- Proposed Pretrial Order**
- Request for trial de novo**
- Satisfaction of Judgment**
- Status Report**
- Stipulation**
- Stipulation and Order**
- Transcript Filed**
- Transcript Order Form**



The **Open Case** feature is not currently being used.

...after selecting the type of document for filing, you will then be prompted for some, or all of the following:

- A. **Case Number** [Enter *only the year and the number* of your action. (i.e. 01-123)]
- B. If need be, check **Joint Filing With Other Attorney**, and you will be able to file a document on behalf of yourself and other counsel. New parties can also be added/created at this point.
- C. Click on the **party** for whom you are filing the document.
- D. The next screen is where you select the pdf document you want to electronically file. Click on **Browse**. Indicate the **Directory** and **Folder** where you saved your document, which must be in *pdf format*. Change **Files of type:** to **Acrobat (\*.pdf)** or to **All Files (\*.\*)**. Either double click on the name of your file, or highlight it and click on Open.

If you have *documents in support* of the document you are filing, then, rather than making a separate filing, check off the *Yes* box, that you have *Attachments to Document*. Follow the same steps mentioned above (in this Step D) to attach and add your supporting documents. Attaching documents is a three step process: (1) select your document, (2) at your option, select a document type and *always* enter a description of your document, and (3) add the filename to the list box. If you have more attachments, repeat these steps. When the list of filenames is complete, click on the Next button.

- E. You may see other drop boxes or free text boxes that can be used to augment the description of the document you are filing. If you don't need them, or if they are not applicable, skip them.
- F. When you see **WARNING!!!**, this is your last chance to back out of the filing of this document. *If you do not want to file the document, click on the **Back** button* and back out of the filing. If you want to file the document, click on the Next button.

- G. **Notice of Electronic Filing** is what you will see next. This is proof of filing. It contains, among other things, a unique electronic file stamp. Near the bottom of this screen you will see **Notice will be electronically mailed to:** and **Notice will not be electronically mailed to:.** If you see that an e'mail did not go to a pro se party or an attorney, then you will need to mail a hard copy of the document you are filing to them. It would be helpful if you would notify the Court (718-260-2330) when this happens and we will attempt to rectify the situation.

## 7. Query

Use this feature to search for cases or parties or attorneys. Fill in *one or all* of the search clues. The options are Case Number (Examples: 99-500, 1:99cv500), Last Name (Examples: Desoto, Des\*t), First Name, Middle Name and/or Type (Attorney, Barred Filer, Court, Judge, Party).

## 8. Reports

### A. Case(s) Reports

1. **Query** [This is the same report as the Query in No. 4]
2. **Docket Sheet** [Enter a case number in the format 96-12345. Can check Include Receipts (these are the Notices of Electronic Filing which reflect who was notified by e'mail). Can use a date range or a document range.
3. **Cases Filed** [Clicking on Run Report will list every open case in our electronic database. Selection criteria offered include: Nsuit (Nature of Suit code; taken from Civil Cover Sheet), Cause (Title & Section complaint is based on), Date Range, Open Cases Only (uncheck to include closed cases; for closed cases you also need to enter a Start and End date under the Closed heading). A blank field means field is not used for selection.
4. **Calendar by Case or Judge** [This report is available to counsel by case only, and will reflect calendared deadlines.]

## **B. Other Reports**

1. **View Transaction Log** [This report will list, chronologically, a user's transactions, according to the date range you have indicated.]

2. **Setup E-Mail Notification**

***\*\*\* This is one of the most important features of ECF. Every user is responsible for maintaining this with current information.\*\*\****

It consists of five steps, which are:

- a. **1. Identify the cases for which Attorney1 would like to receive notification of activity.**

If you are counsel on a case, and have completed and submitted your two page ECF Registration, you will automatically receive an e'mail every time there is an electronic filing in a case in which you are counsel. If you want to receive an e'mail from a case in which you are not a participant, type that case number in the box provided in Step 1.

- b. **2. Check the following box if you wish to receive a copy of each notice of electronic filing generated in the cases selected above.**

By checking this option you are telling the computer to have an e'mail sent to you at the time of every electronic filing. Some versions of e'mail enables this feature to include to websites. Double clicking on the top one will cause the document that was electronically filed to open. Double clicking on the other one will cause the docket sheet to open.

- c. **3. Check the following box if you wish to receive electronic mail at the end of each day listing all cases (as selected above) for which filings occurred during the day.**

By checking this option you will receive only one e'mail a day which will list the case numbers where there has been an electronic filing.

- d. **4. Identify the email address or addresses to which the information should be mailed.**

Can enter multiple e'mail addresses. Enter one e'mail address on one line, return, then enter another one. Counsel are encouraged to include their firm's e'mail address to ensure notification of any case activity.

- e. **5. Formatting of notices**

Indicate how you receive your e'mails. Click on Submit.

## **6. User's Manual**

The User's Manual for our ECF (Electronic Case Filing) System is always available on-line in PDF format on the Court's website. You can view and/or print this manual.

How to reach the User's Manual:

1. Go to our website: **<http://www.nyed.uscourts.gov/>**
2. Click on **CM/ECF** and *scroll* down to **Training** and click on **User's Manual**.

## 7. Administrative Order

The Administrative Order (97-12) governing electronic filing procedures is available on-line in PDF format on the Court's website. You can view and/or print this order. Also available is the Administrative Order regarding ECF Social Security cases.

How to reach our Administrative Orders:

1. Go to our website: <http://www.nyed.uscourts.gov/>
2. Click on **Local Documents** and *click* on **Administrative Orders**. 97-12 governs the Eastern District's electronic filing procedures. 99-2 governs the procedures for our Social Security cases.

## 8. User's Online Support

Online support is available from the Court's website and via the ECF-L mailing list. To leave a message for the Help Desk, e'mail **support@nyed.uscourts.gov**. The e'mail should be as specific as possible and must include:

1. Your name.
2. Telephone number where you can be reached during the day.
3. Your return e'mail address.
4. A detailed description of the question.

To subscribe to the ECF-L mailing list, send an e'mail to **majordomo@nyed.uscourts.gov** with a subject line of "subscribe" and one line in the body of the message with the following text: **Subscribe ECF-L**. You will receive a confirmation message which you must respond to as instructed in order to activate your subscription.

## 9. Scanning or Imaging Documents into ECF

Avoid scanning or imaging whenever possible. Converting word processing documents to PDF is easier for the user, and takes up less room in the computer's memory, making it faster to open. However, there will be times when users will need to scan and then file certain documents.

United States District Court for the Eastern District of New York

# ECF Registration - Page 1

[Please type]

## *Person Information:*

<b>Last Name:</b>	<b>Generation</b> (i.e. Jr., Sr., II, III):
<b>First Name:</b>	<b>Middle Name:</b>
<b>Title</b> (i.e. attorney, secretary, paralegal):	<b>Date of Birth:</b>
<b>Social Security Number:</b>	
<b>Are you admitted to the bar of the EDNY and, if so, are you a member in good standing?</b> _____ Yes _____ No	
<b>Date admitted:</b> _____	

## *Office Information:*

<b>Office:</b>		
<b>Address 1:</b>		
<b>Address 2:</b>		
<b>Address 3:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>County:</b>	<b>Country:</b>	<b>Telephone No: (    )</b>

## *User Information:*

<b>Law Firm's E'mail Address:</b>	
<b>Individual's E'mail Address:</b>	
<b>Telephone Number:</b>	(    )
<b>Fax:</b>	(    )

United States District Court  
Eastern District of New York

## ECF Registration - Page 2

By submitting this form the undersigned agrees to abide by the following rules:

10. This System is for those cases designated by the Court for electronic filing. It may be used to file and view electronic documents and docket sheets.
11. Documents are to be submitted electronically *only* in **Portable Document Format (PDF)**.
12. The combination of the user identification and password will serve as the signature of the attorney/participant filing the document. Individuals must protect the security of their passwords and immediately notify the Court if they learn that their password has been compromised.

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**Applicant's Signature**

Dated: \_\_\_\_\_

**Return your completed form by mail, fax or e'mail to:**

**For Brooklyn Judges:**

Mr. Marc Brown  
Assistant Administrative Manager  
225 Cadman Plaza East, Room 172  
Brooklyn, New York 11201  
Telephone No.: (718) 260-2280, -2282  
Fax: (718) 260-2264  
E'mail: Marc.V.\_Brown@nyed.uscourts.gov

**For Central Islip Judges:**

Ms. Cinthia Mahon  
Operations Supervisor  
United States Federal Courthouse  
100 Federal Plaza  
Central Islip, New York 11722-4438  
Telephone No.: (631) 712-6011  
Fax: (631) 712-6028  
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